

82-3046

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Inspection of Office of Finance

FROM: Inspector General 6E18 Headquarters		EXTENSION: NO.		DATE: 28 DEC 1982	
TO: (Officer designation, room number, and building)		DATE		OFFICER'S INITIALS	
		RECEIVED		FORWARDED	
1. Eo/ DDA 7D18 Headquarters		27 DEC 1982		27 DEC 1982	
2. A DDA		27 DEC 1982		J	
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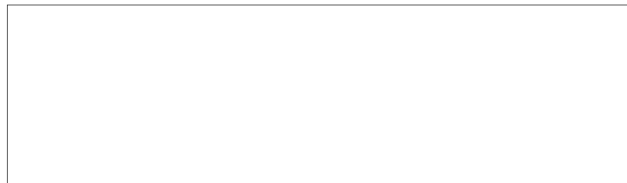
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MEMORANDUM FOR: Deputy Director for Administration
Director of Finance

FROM: James H. Taylor
Inspector General

SUBJECT: Inspection of Office of Finance

1. The Office of the Inspector General will begin an inspection of the Office of Finance on 3 January 1983. We will collaborate closely with the Office and the Directorate to make this inspection as constructive as possible. We will work as expeditiously as possible and make every effort to minimize disruptions of the Office's normal routine.
2. The inspection of the Office's components will start in early January. We will interview most supervisors and representative employees from the Office's various branches and staffs. Any employee not selected for an interview, however, may request a private meeting with one of the inspectors. The inspection team will also interview members of other Agency components, and U.S. Government organizations which interact with the Office of Finance or are prime users of its product. A representative sample of Office of Finance careerists assigned to components both at Headquarters and in the field will also be interviewed.
3. The inspection will focus on the following principal topics: efficiency and effectiveness of the financial control system; leadership and management; compliance, propriety and legal constraints; ADP support to financial management; future planning; career development and personnel management; and relations with other Agency components and U.S. Government agencies. The first draft of the inspection team's report will be sent to you for comments prior to our preparing the final version for the DCI.
4. Any highly sensitive information will be handled in a compartmented manner. All travel to field installations will be coordinated with the Office and -- in the case of foreign travel -- the appropriate DO Division.
5. The inspection team will consist of:



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6. I have attached a draft memorandum which I recommend be used by the Director of Finance to announce the inspection to his people.



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James H/Taylor

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